

A Student's Survival Guide to Computers & the Internet

Create a Microsoft PowerPoint presentation that includes the following:

- | | |
|-----------------------|---------------------------|
| ☆ Multiple Slides | ☆ Clip Art/Graphics |
| ☆ Custom Animations | ☆ Text Boxes |
| ☆ Slide Transitions | ☆ Custom Fonts/Colours |
| ☆ Word Art | ☆ Emphasis (Bold/Italics) |
| ☆ Professional Layout | ☆ Bulleted List(s) |
| ☆ Auto Shapes | ☆ Paragraph Formatting |
| ☆ Background Images | ☆ Sound |

Each student must figure out how best to include all of the above into his or her document. Be as creative as possible. Your goal is to create a professional-looking kiosk-style presentation that will catch your viewers' eyes and hold their attention. All slides should include a title or heading, a related graphic or graphics, timing, effects, transitions, colours, background... be sure that you include your knowledge of the elements and principles of design. (Note that obviously using the PowerPoint themes without personalizing them will result in a very low mark on the design section.)

If you are not sure about how to format transitions, timing, text boxes, or anything else on the lists above, go to "help" and type in your question. Then, follow the steps PowerPoint gives you. If the help feature cannot answer your question—and ONLY if it cannot—ask your teacher for help.

Assignment Contents:

Your presentation will cover the following topics:

- ☆ Internet Safety
- ☆ Healthy computing / ergonomics
- ☆ Intellectual property / file sharing
- ☆ Useful websites for students / authoritative and biased sources

Format/Requirements:

1) Title Slide will include

- | | |
|------------------|---------------------------|
| ☆ Student's name | ☆ A transition |
| ☆ Block | ☆ Project title |
| ☆ Date | ☆ A related graphic |
| ☆ Course | ☆ Timing and/or Animation |

2) Internet Safety

(Each point should be addressed on a separate slide)

- ☆ Write a full, thoughtful paragraph explaining why it is important to practice safe computing while using the Internet.
- ☆ Provide a TOP FIVE listing of precautions students should take in order to remain safe while using the Internet.

3) Healthy Computing/ Ergonomics

(The first three points may be fit onto a single slide; the last point must be addressed on a separate slide)

- ☆ Define ergonomics IN YOUR OWN WORDS.
- ☆ Ergonomics should be important to everyone; however, employers and employees should be very concerned with ergonomics. Explain why each part of the previous sentence is true.
- ☆ What are the possible long term and short term consequences of working in a workplace that is not ergonomic?
- ☆ Provide a comparison of pieces of computer equipment (for example, two mice, two keyboards, or two chairs). One piece should be clearly much more ergonomic than the other. Rate each piece on its ergonomics according to a rating system that you create. Explain why each piece received the rating you assigned it.

4) Intellectual Property / File Sharing

(Each point should be addressed on a separate slide)

- ☆ Define intellectual property
- ☆ Under Canadian law, is file sharing legal or illegal?
- ☆ In your opinion, should file sharing be legal or illegal? Explain and justify your response.

5) Useful Websites for Students (Can be done on one slide)

Create a listing of five useful websites for students. For **each** site, you must

- ☆ provide a short description of the site and what it is useful for
- ☆ provide a link to the site (web address)
- ☆ briefly discuss whether the site is authoritative (or not) and its bias (as applicable)
- ☆ provide a screenshot of the site.

6) Works Cited page(s)

(May require more than one slide!)

Create a Works Cited slide (or, more probably, slides) which correctly lists all the resources you used to create your presentation.

Be sure that as you create your presentation, you keep a list of all the sites from which you use material. Review your notes on MLA citation and/or use the handy-dandy “research sources” page.

Don’t forget to cite the sources of all images, sounds, and clip art that you retrieve from the web! Also, remember to use in-text citation, so your teacher knows which ideas/images came from which sources.

SURVIVAL GUIDE assessment

Name: _____

Date: _____

Block: 2 7

Assess your own “Survival Guide”. In the right-hand column, write the total mark you think you earned for each section, then explain why you deserve that mark. Students whose assessments are more than 10% different than the teacher’s assessment will have the difference subtracted from the teacher’s mark.

Sections	Assessment/Justification
Basic Criteria (out of 10) x 2 Check off the elements that you included in your presentation: <div> <input type="checkbox"/> Word Art <input type="checkbox"/> Text boxes </div> <div> <input type="checkbox"/> Background Images <input type="checkbox"/> Emphasis (bold / <i>italics</i>) </div> <div> <input type="checkbox"/> Auto Shapes <input type="checkbox"/> Bulleted lists </div> <div> <input type="checkbox"/> Clip art/ graphics <input type="checkbox"/> Paragraph formatting </div> <div> <input type="checkbox"/> Custom fonts/ colours <input type="checkbox"/> Sound </div>	
Title Slide (out of 20) x 1 <div> <input type="checkbox"/> Title (1) <input type="checkbox"/> Transition (1) </div> <div> <input type="checkbox"/> Name, block, date, course (4) <input type="checkbox"/> Animation(s) (2) </div> <div> <input type="checkbox"/> Related graphic(s) (2) <input type="checkbox"/> Overall Quality (10) </div>	
Internet Safety Slide(s) (out of 30) x1 <div> <input type="checkbox"/> Title (1) <input type="checkbox"/> Design Elements (2) </div> <div> <input type="checkbox"/> Safe Computing Paragraph (5) <input type="checkbox"/> Transition(s) (2) </div> <div> <input type="checkbox"/> Five Precautions (5) <input type="checkbox"/> Animation(s) (2) </div> <div> <input type="checkbox"/> Related Graphic (s) (2) <input type="checkbox"/> Overall Quality (10) </div>	
Ergonomics Slide(s) (out of 30) x1 <div> <input type="checkbox"/> Title/ Headings (2) <input type="checkbox"/> Related Graphic(s) (2) </div> <div> <input type="checkbox"/> Definition (2) <input type="checkbox"/> Design Elements (2) </div> <div> <input type="checkbox"/> Why Be Concerned? (2) <input type="checkbox"/> Transition(s) (2) </div> <div> <input type="checkbox"/> Consequences (2) <input type="checkbox"/> Animation(s) (2) </div> <div> <input type="checkbox"/> Comparison (4) <input type="checkbox"/> Overall Quality (10) </div>	
Intellectual Property Slide(s) (out of 30) x1 <div> <input type="checkbox"/> Title/Headings (2) <input type="checkbox"/> Design Elements (2) </div> <div> <input type="checkbox"/> Definition (2) <input type="checkbox"/> Transition(s) (2) </div> <div> <input type="checkbox"/> Is it legal? Should it be? (8) <input type="checkbox"/> Animation(s) (2) </div> <div> <input type="checkbox"/> Related Graphic(s) (2) <input type="checkbox"/> Overall Quality (10) </div>	
Useful Sites (out of 25) x 1 <div> <input type="checkbox"/> Title (1) <input type="checkbox"/> Transition(s) (2) </div> <div> <input type="checkbox"/> Five useful sites (5) <input type="checkbox"/> Animation(s) (2) </div> <div> <input type="checkbox"/> Descriptions & Screenshots (5) <input type="checkbox"/> Overall Quality (10) </div>	

Works Cited (out of 25) x1 <input type="checkbox"/> Title (1) <input type="checkbox"/> Hanging (2) <input type="checkbox"/> Alphabetized (2) <input type="checkbox"/> Correct MLA format (10) <input type="checkbox"/> In-text citations (10)	
Layout & Design (out of 10) x 3 (How well does your presentation consider the elements and principles of design to create an original product throughout?) 1-3 Not meeting expectations 4-5 Approaching expectations 6-7 Meeting expectations 8-9 Fully Meeting expectations 10 Exceeding expectations	
Technical Elements (out of 10) x 3 (How well do you show that you can create a presentation that functions on its own as a kiosk presentation? Does everything work?) 1-3 Not meeting expectations 4-5 Approaching expectations 6-7 Meeting expectations 8-9 Fully Meeting expectations 10 Exceeding expectations	
Grand total (out of 240) :	

Teacher's Comments:

Score: